



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DIVISION OF STATE POLICE  
Uniform Crime Reporting



March 2003

## Error Checking Procedures

This recommended error-checking procedure is to assist law enforcement agencies in securing accurate UCR/IBR crime data in accordance with the National Incident Based Reporting System. This procedure is intended to enforce error-checking practices that will ensure a reliable set of criminal statistics for each city and town.

Step 1. Preliminary investigator should carefully review the computer entry and error check at the data entry level, which is available on the error tab when the case is opened.

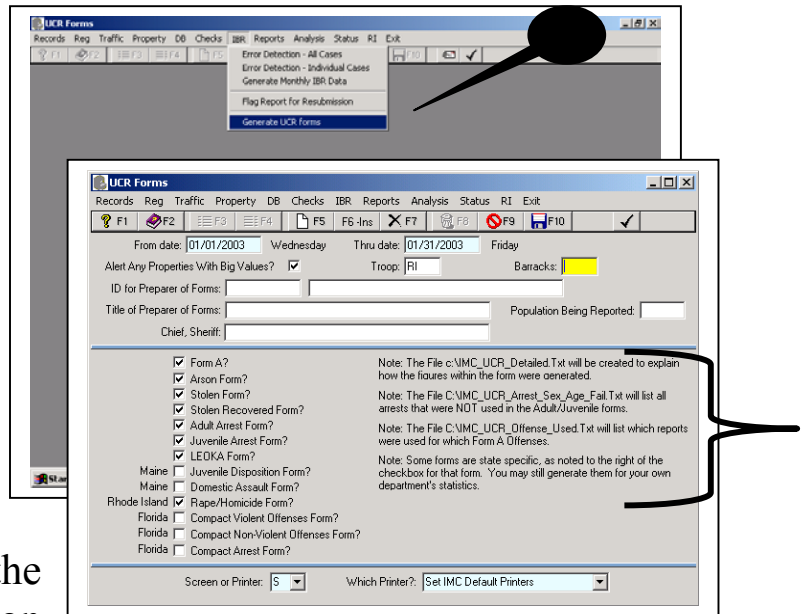
**REVISE CASE TO REFLECT  
CORRECT CRIME COUNTS**

Step 2. A supervisor should check each case for accuracy and completeness. Error check at the supervisor level by performing the **Error Detection - All Cases**, which is available on the IBR pull down menu. Be sure to check “*Report Possible Duplication*” and “*Report Arrestee With Unknown Sex, Race, Age*”. This will generate an *IBR Error Detection Report* and will list a message indicating reason case is not included in crime counts. (Repeat process as necessary.)

**REVISE ALL CASES TO REFLECT CORRECT CRIME COUNTS**

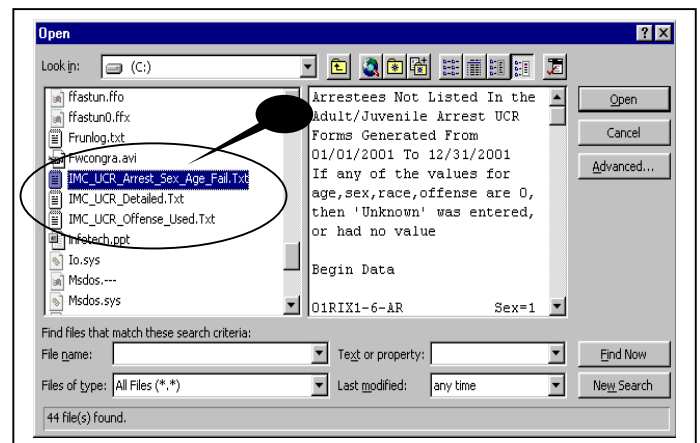
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Step 3. The UCR/RMS Manager should generate a *draft* Uniform Crime Report and review for accuracy. When this report is generated, behind the scene *txt* files are created that provide a list of the cases, which are included on the report. This *draft* report should be generated each month and/or/quarter prior to submitting the final report to the Rhode Island State Police, UCR Unit.



Step 4. The UCR/RMS Manager should validate the crime reports by tracking cases. Refer to the following files which are available through WordPad/Microsoft Word:

C:\IMC\_UCR\_Arrest\_Sex\_Age\_Fail.Txt  
C:\IMC\_UCR\_Detailed.Txt  
C:\IMC\_UCR\_Offense\_Used.Txt



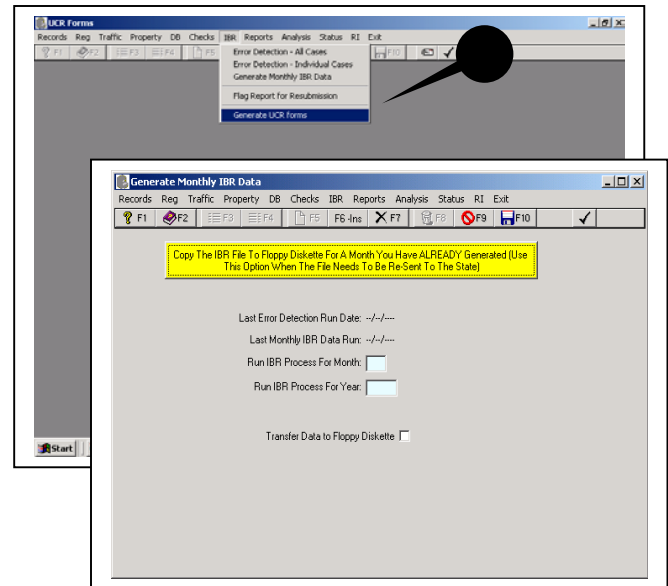
Common Problem:

If **UNKNOWN** is entered for the **age**, **sex**, or **race of the arrestee**, the case **WILL NOT** appear on the UCR Summary Based Report. Summary Based does not collect data on the category of UNKNOWN.

**REVISE ALL CASES TO REFLECT CORRECT CRIME COUNTS**

## Error Checking Procedures

Step 5. The UCR/RMS Manager should generate the final UCR report and electronic IBR data, available on the IBR pull down menu. Run the IBR Process for the month and submit data according to State Data Submission Requirements.  
(Note: Prime date must be set to generate NIBRS data, contact the software vendor to obtain instructions)



**IBR DATA CAN NOT BE GENERATED UNLESS ALL  
CASES FOR TIME PERIOD ARE ERROR FREE.**

# Rhode Island

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